

City of Imperial Beach
POSITION DESCRIPTION

Title: Deputy City Clerk (Records Technician)
Department: City Clerk
Division: City Clerk
Location: City of Imperial Beach

GENERAL PURPOSE

Performs a variety of routine and administrative and complex clerical duties in the City Clerk's Office; maintains official City documents and records; assists in organizing and conducting elections; holds functional responsibility for the operation of the City Clerk's Office in the City Clerk's absence.

SUPERVISION RECEIVED

Works under the close supervision of the City Clerk

SUPERVISION EXERCISED

Trains and supervises

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include but are not limited to the following: Assists in the daily operations of the City Clerk's Office including records and elections. Assists in the preparation and distribution of City Council meeting agendas. Attends and takes minutes for meetings when needed. Transcribe from tape meeting minutes and actions when needed; Maintains the City's Records Management Program, including development, distribution, filing and archiving of all official City documents, coordinating the storage, archiving and destruction of records, and indexes documents for ease of retrieval, and cross-referencing. Maintains and processes contract files, resolutions, ordinances, public notices and other responsibilities pertaining to Clerk's office, including handling confidential information. Compilation of agenda packets for City Council meetings. Assist with coordination of municipal elections. Prepares, posts and distributes legal notices; acts in the absence of the City Clerk; trains and supervise; performs public relations activities by assisting with general office phones and counter requests; Research inquiries and provide information about official records to the public and staff; and perform other duties as assigned.

PERIPHERAL DUTIES

Operates a City vehicle to run errands.

DESIRED MINIMUM QUALIFICATIONS

Experience

Five (5) years of experience in a full range of clerical or secretarial functions, including public contract and records management, and considerable experience in administrative and technical duties related to the work of a City Clerk's Office. Or, two (2) years of municipal experiences as an Administrative Clerk; Secretary/Stenographer, Senior Records Clerk, Senior Account Clerk, Permit Aide, Business License Aide or Account Clerk Technician where the applicant has the skills and knowledge necessary to perform the duties of the position.

Education

Graduation from a high school or GED equivalent is required, preferably supplemented by course or training in areas related to the functions of the department, such as stenography, office management, records management, and election procedures.

KNOWLEDGE /ABILITIES

Ability to type at a corrected rate of approximately 65 wpm; take and transcribe minutes of City Council meetings; deal effectively and courteously with the public and fellow City employees; maintain complex filing systems and keep related records; compose correspondence on routine matters; ability to perform arithmetic calculation w accurately; considerable knowledge of, and accuracy in spelling and using business English; some knowledge f duties and responsibilities of City Clerk; working knowledge of modern office procedures and equipment including operation of computers and/or word processing equipment; ability to accept responsibility for actions taken which may involve legal action for incorrect performance.

TOOLS AND EQUIPMENT

Phones; mainframe computer terminal; personal computer including Microsoft for Word, Excel and PowerPoint software; copy machine; postage machine; fax machine; base radio; calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.